

General NPDES MS4 Permit - NOI Review Checklist

Instructions: This checklist is for use when reviewing TN General NPDES MS4 Permit NOIs for completeness and accuracy. Provide yes/no answers in the comment section, and point out any deficiencies and/or recommendations. If a question is answered with a "no", then identify the action taken (NOI returned, additional information requested etc.) if applicable.

MS4: City of Cookeville	Permit No.: TNR075256	NOI Received: 1/31/17
EFO: Cookeville	Reviewer: TJD	NOI Reviewed: 2/9/17

Part I – Administrative Information	
Item:	Comment:
Is all required contact information provided?	YES
Is organizational chart provided?	YES – Two positions within the Engineering Division listed as staff
Has contact information in WaterLog been updated as applicable?	YES
Part IIA – Area Served	
Item:	Comment:
Is all area information provided?	YES – Info. Presented in the NOI form and on three maps
Has area information in WaterLog "MS4 Specific" table been updated as applicable?	YES
For counties: did the MS4 indicate if the permit will be used to regulate non-UA portions of the county provided?	NOT APPLICABLE
Part IIC – Maps	
Item:	Comment:
Are all applicable maps provided and required content legible?	YES – Three maps provided in both hard copy and digital formats
Part IID – Identifying Streams With Unavailable Parameters or ETW	
Item:	Comment:
Have streams with unavailable parameters for nutrients, pathogens, and siltation, and ETWs been listed?	YES – Cane Creek, Hudgens Creek, and Pigeon Roost listed
Is the list complete (based on most recent assessment)?	YES – Based on Draft 2016 303 (d) List
Part III – Legal Authority	
Item:	Comment:
Have all stormwater related ordinances or other regulatory mechanisms been provided?	YES – Three chapters of ordinances provided
Part IV – Signature of Responsible Officer(s)	
Item:	Comment:

Are there any co-permittees? If yes, are there signatures for each co-permittee?	NOT APPLICABLE
Does the person(s) meet the signatory requirements?	YES
Part V – Section 1 (Education and Involvement)	
Item:	Comment:
Were all "Current Activities" questions answered completely?	YES – Appropriate information listed
Did the MS4 provide a solution for any applicable question answered with a "No"?	NOT APPLICABLE
Are specific proposed BMPs and brief descriptions provided?	YES – Appropriate information listed
Does the MS4 identify any applicable specific groups targeted by the proposed BMPs?	YES – Appropriate information listed – civic groups, environmental groups, schools, food services, earth moving contractors, engineers, developers, and automotive services
Based on available information (NOI, annual reports, CEIs etc) are the proposed BMPs expected to meet minimum permit requirements?	YES – Based on a preliminary review of information
Are measurable goals provided for all proposed BMPs?	YES – Appropriate information listed
Are implementation schedules provided for all proposed BMPs?	YES – Appropriate information listed
Is primary contact and department role information provided?	YES – Appropriate information listed
Does the MS4 indicate it will partner with another MS4(s) or institution(s) in implementing a BMP?	YES – Putnam County School System and Tennessee Tech. University
Does the MS4 indicate that another MS4 (co-permittee) will be responsible for implementing a BMP?	NONE INDICATED
Part V – Section 2 (Illicit Discharge)	
Item:	Comment:
Were all "Current Activities" questions answered completely?	YES – Appropriate information listed
Did the MS4 provide a solution for any applicable question answered with a "No"?	NOT APPLICABLE
Are specific proposed BMPs and brief descriptions provided?	YES – Appropriate information listed
Does the MS4 identify any applicable specific groups targeted by the proposed BMPs?	YES – automotive services, lawn services, food services, heavy equipment operators, general public, and city employees
Based on available information (NOI, annual reports, CEIs etc) are the proposed BMPs expected to meet minimum permit requirements?	YES – Based on a preliminary review of information
Are measurable goals provided for all proposed BMPs?	YES – Appropriate information listed
Are implementation schedules provided for all proposed BMPs?	YES – Appropriate information listed

Is primary contact and department role information provided?	YES – Appropriate information listed
Does the MS4 indicate it will partner with another MS4(s) or institution(s) in implementing a BMP?	YES – Fire Department, Codes Department, and all other city departments
Does the MS4 indicate that another MS4 (co-permittee) will be responsible for implementing a BMP?	NONE INDICATED
Part V – Section 3 (Construction Stormwater)	
Item:	Comment:
Were all "Current Activities" questions answered completely?	YES – Appropriate information listed
Did the MS4 provide a solution for any applicable question answered with a "No"?	NOT APPLICABLE
Are specific proposed BMPs and brief descriptions provided?	C
Does the MS4 identify any applicable specific groups targeted by the proposed BMPs?	YES – Engineers, Developers, Heavy Equipment Operators, as well as City employees
Based on available information (NOI, annual reports, CEIs etc) are the proposed BMPs expected to meet minimum permit requirements?	YES – Based on a preliminary review of information
Are measurable goals provided for all proposed BMPs?	YES – Appropriate information listed
Are implementation schedules provided for all proposed BMPs?	YES – Appropriate information listed
Is primary contact and department role information provided?	YES – Appropriate information listed
Does the MS4 indicate it will partner with another MS4(s) or institution(s) in implementing a BMP?	YES – Codes Department
Does the MS4 indicate that another MS4 (co-permittee) will be responsible for implementing a BMP?	NONE INDICATED
Part V – Section 4 (Permanent Stormwater)	
Item:	Comment:
Were all "Current Activities" questions answered completely?	YES – Appropriate information listed
Did the MS4 provide a solution for any applicable question answered with a "No"?	NOT APPLICABLE
Are specific proposed BMPs and brief descriptions provided?	YES – Appropriate information listed
Does the MS4 identify any applicable specific groups targeted by the proposed BMPs?	YES – Engineers, Developers, and riparian land owners
Based on available information (NOI, annual reports, CEIs etc) are the proposed BMPs expected to meet minimum permit requirements?	YES – Based on a preliminary review of information

Are measurable goals provided for all proposed BMPs?	YES – Appropriate information listed
Are implementation schedules provided for all proposed BMPs?	YES – Appropriate information listed
Is primary contact and department role information provided?	YES – Appropriate information listed
Does the MS4 indicate it will partner with another MS4(s) or institution(s) in implementing a BMP?	YES – Codes Department
Does the MS4 indicate that another MS4 (co-permittee) will be responsible for implementing a BMP?	NONE INDICATED
Part V – Section 5 (Pollution Prevention)	
Item:	Comment:
Were all "Current Activities" questions answered completely?	YES – Appropriate information listed
Did the MS4 provide a solution for any applicable question answered with a "No"?	NOT APPLICABLE
Are specific proposed BMPs and brief descriptions provided?	YES – Appropriate information listed
Does the MS4 identify any applicable specific groups targeted by the proposed BMPs?	YES - City employees from Public Works, Electric, Gas, Water Quality, and Leisure Services Departments
Based on available information (NOI, annual reports, CEIs etc) are the proposed BMPs expected to meet minimum permit requirements?	YES – Based on a preliminary review of information
Are measurable goals provided for all proposed BMPs?	YES – Appropriate information listed
Are implementation schedules provided for all proposed BMPs?	YES – Appropriate information listed
Is primary contact and department role information provided?	YES – Appropriate information listed
Does the MS4 indicate it will partner with another MS4(s) or institution(s) in implementing a BMP?	NONE INDICATED
Does the MS4 indicate that another MS4 (co-permittee) will be responsible for implementing a BMP?	NONE INDICATED

Additional Notes/Comments:



Tennessee Department of Environment and Conservation
Division of Water Resources
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 11th Floor, Nashville, Tennessee 37243

RECEIVED

JAN 31 2017

Phase II Stormwater Permit Notice of Intent (NOI)
Phase II Municipal Separate Storm Sewer Systems (MS4)

ENVIRONMENT & CONSERVATION
COOKEVILLE FIELD OFFICE

PURPOSE

The purpose of this Notice of Intent (NOI) is for a Tennessee city, county, utility district, university or military base to submit the information necessary to obtain coverage under an NPDES permit to discharge stormwater runoff from a Phase II municipal separate storm sewer system.

INSTRUCTIONS

You must provide the following information to the Division of Water Resources as application material. You may either submit a hard copy of the signed NOI as described in sub-part 2.2.1 of the MS4 Permit, signed in accordance with the signatory requirements of sub-part 6.7 of the permit, and a copy of the NOI, to the address shown in sub-part 1.2 of the permit for the EFO responsible for the county where the facility is located; or you may submit by e-mail, the completed NOI and attachments (such as map and city ordinances) to water.permits@tn.gov.

After completing the questions in each section, list the Best Management Practices (BMPs) that you will implement in each program. Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

After completing the BMP's in each section provide the administrative information to complete those BMP's as explained here:

Primary Contact and Position/Title	The person in your organization serving as the primary contact.
Other Department and Roles	Other departments within your organization involved in the project and how their role is identified.
Other Government Entity and Roles	Identification of other government entities responsible for implementing one or more of the BMP's. Include a copy of the contract or proposed agreement with execution schedule.
Other Institutions and Roles	Identification of partnerships with another MS4 operator or institution (e.g., Chamber of Commerce, environmental interest organizations, civic groups) to achieve the BMP's.
Target Groups (if applicable)	Specific kinds of groups that will be targeted, such as service industries (i.e., carpet cleaning), civic groups, schools, and church groups, etc.

PART I - ADMINISTRATIVE INFORMATION

Name of Phase II MS4 city, county, stormwater utility district or public institution: City of Cookeville

Include a latitude and longitude of a representative location within your boundaries for mapping purposes.

Latitude (dd.dddd): 36.1627 Longitude (dd.dddd): -85.5048

Mike Davidson City Manager
Responsible Elected Official or Officer Title

45 E. Broad Street Cookeville TN 38501
Street Address City State Zip Code

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PROGRAM CONTACT

Tracy Meggs

Name

tmeggs@cookeville-tn.gov

Email Address

931-520-5282

Phone Number

TECHNICAL CONTACT

Tracy Meggs

Name

tmeggs@cookeville-tn.gov

Email Address

931-520-5282

Phone Number

☒ Attach an organizational chart that shows the different departments involved in stormwater management.

PART II - DESCRIPTION OF STORM SEWER SYSTEM

ITEM A - AREA SERVED (IN SQUARE MILES)

For a city, town, university, or utility district university or military base:

Provide jurisdiction area within current boundaries

35.5

Provide additional area of urban growth boundary

15.7

For a county:

Provide total area:

Provide area that is unincorporated

Provide unincorporated, urbanized area (UA)

Indicate by checking the appropriate box if the permit will be used to regulate non-UA portions of the county:

☐ No

☐ Yes, the entire county (unincorporated)

☐ Yes, the non-UA portions, as follows: _____

ITEM B - STORM DRAINAGE INFRASTRUCTURE

Give figures for the following features of stormwater drainage infrastructure owned or operated by the local government. For a county government, indicate whether the figures represent the entire county or only the urbanized area. Figures for length and number of culverts and catch basins may be rough estimates.

For counties: Entire county ☐ Urbanized area only ☐

Storm Sewers 27 mi (miles or feet)

Open Ditches 436 mi (miles or feet)

Culverts 305

Catch Basins 1900

Water Quality Treatment Ponds 1

ITEM C - MAPS

Areas zoned for commercial or industrial activity
Municipally owned/operated industrial activities
Municipal or County Wastewater Treatment Plants
Municipal Vehicle Fleet Maintenance Centers
Municipal Power Plants
Municipal Airports
Municipal Landfills

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Military Installations
 State vocational, technical, college or universities
 Federal vocational, technical, college or universities
 City Roads
 County Roads
 Streams
 Topography or General Drainage Patterns

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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ITEM D - IDENTIFYING STREAMS WITH UNAVAILABLE PARAMETERS or EXCEPTIONAL TENNESSEE WATERS

[illegible]

RDA 1663

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ITEM E - STATE OR EPA ISSUED TDMLs

Identify established and approved TMDLs with waste load allocations for MS4 discharges in your jurisdiction and check the appropriate box. A list of EPA-Approved TMDLs as well as EPA-Established TMDLs for Tennessee waters can be found on the division's web site: <http://www.tn.gov/environment/article/wr-ws-tennessees-total-maximum-daily-load-tmdl-program>.

Yes ☒ No ☐ If yes, list the waterbody ID#, name of unavailable waterbody and parameter(s) of concern:

[illegible]

If you have additional streams to list, include in a separate attachment.

PART III - EXISTING LEGAL AUTHORITY TO CONTROL STORMWATER DISCHARGES TO MS4

You must review existing adopted and signed ordinances or regulations that are associated with stormwater discharges to your MS4. Attach a copy of ordinances and/or policies that give your MS4 the authority to control stormwater discharges into the MS4 storm sewer system. Ordinances and/or policies that deal with stormwater issues might be found, for example, in conjunction with litter control, prohibition of dumping, clean up of spills, grading/building permits, sewer connection ordinances, erosion prevention and sediment control practices, subdivision regulations or other land use/development ordinances.

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PART IV - SIGNATURE OF RESPONSIBLE CORPORATE OFFICER

This Notice of Intent (NOI) must be signed as follows: For a municipality, state, federal, other public agency, and/or co-permittees by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a Federal agency includes one of the following:

- I. The chief executive officer of the agency.
- II. A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this declaration is made under penalty of perjury."


Signature

City Manager / City of Cookeville
Title/Municipality

1/30/2017
Date

Signature

Title/Municipality

Date

Signature

Title/Municipality

Date

Signature

Title/Municipality

Date

Signature

Title/Municipality

Date

Signature

Title/Municipality

Date

Signature

Title/Municipality

Date

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PART V - YOUR PROPOSED STORMWATER QUALITY MANAGEMENT PROGRAM

This NOI requires you to provide a brief description of your current and proposed activities as well as your BMPs for a stormwater management program. The following sections correspond to the six minimum control measures for a Phase II stormwater management program. If another MS4 will be responsible for implementing any or all portions of any or all following six minimum measures, then attach either the interlocutory agreement or the proposed agreement and schedule for adoption. You must still complete this NOI by answering the relevant questions for the six following measures.

For purposes of this NOI, the Public Education and Outreach and Public Participation and Involvement minimum measures have been combined.

SECTION 1 - PUBLIC EDUCATION AND OUTREACH AND PUBLIC INVOLVEMENT/PARTICIPATION

A. Current Activities:

The following is a set of questions on your current Public Education and Outreach and Public Involvement/Participation. These questions are intended to highlight minimum program requirements under the MS4 permit. Each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

1. Does the municipality currently distribute educational materials on the topics of stormwater quality, instream water quality, pollution impacts, pollution prevention, etc.? If yes, briefly describe the materials, including media used (e.g., written brochures, public service announcements, etc.); the topic(s) covered, intended target audience(s), and the distribution method: Written Brochures on: Illicit Discharges (2) (one aimed at City Employees sent out in paychecks, one aimed at Citizens handed out at events and sometimes sent in utility bills); Food Services (aimed at Restaurants and food preparation businesses); Heavy Equipment & Earth Moving Activities (aimed at Builders and Developers handed out at events with those types of people invited); Auto Services Activities (aimed at garages, fleet services and handed out as they are visited); Painting and Home Maintenance (aimed at Homeowners and handed out at public events); Detention/Retention Pond Maintenance (aimed at Home Owners Association and Commercial and Industrial Property Owners and handed out at events and as they are inspected); Rain Barrels (3) (aimed at homeowners and gardening groups and handed out at rainbarrel workshops and public events); Rain Gardens (aimed at homeowners and handed out at public events)Swimming Pool Chemical (aimed at pool owners and maintenance companies).

Yes ☒ No ☐

2. Does the municipality currently conduct or participate in public outreach activities focusing on the topics of stormwater quality, stream water quality, pollution impacts, pollution prevention, etc.? If yes, briefly describe the outreach activities, topic(s) covered, intended target audience(s), and the frequency of activities: Newspaper articles on Illicit Discharges 2014 & 2016, Clean water & pollution prevention Sinkhole Cleanups annually 2012 - 2016, Tree Planting 2011-2016, Nature Fest annually, Presentations for TTU Club, Caney Fork Watershed Asso., Builders, students, Engineers, SOCM, Home Builders Asso, ASCE, Energy Leaders, TNSA Conference, APWA.

Yes ☒ No ☐

3. Does the current municipal stormwater management program comply with Local, State and Federal public notice requirements? If yes, describe how the public is notified: Newspaper, Website, Notices on building doors.

Yes ☒ No ☐

B. Proposed Activities:

1. List the BMPs that you will implement in the areas of Public Education and Outreach and Public Participation and Involvement. These should be based on a set of priorities that you have identified in the areas of Public Education and Outreach and Public Participation and Involvement. Provide a short descriptive name to the BMP in the left column. In the right column, more fully describe the BMP.

For Public Participation and Involvement BMPs, you may not desire to dictate the ways in which the public participates or is involved in the stormwater quality management program; in this case, your proposed program should provide a forum and/or a structure which guides and encourages the public in participation. On the other hand, there may be

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specific ways you do want the public to be involved, based on your program needs. For instance, you may want stream watch groups to be organized. In both cases, your proposed program should describe how you will accomplish this, along with a time schedule.

PROPOSED BEST MANAGEMENT PRACTICES FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION		
BMP	Name	DESCRIPTION
1A.	Public Education	Provide print materials to distribute at public events; Provide speakers at public educational events such as Nature Fest or sponsor a community activity such as stream cleanup; Provide Educational Opportunities for education such as LID for engineers, developers
1B.	Classroom Education	Work with school system to get more water quality information and classes to students
1C.	Hotline	Have a hotline (931-520-5201) for citizen call in of stormwater complaints - these calls are investigated as they are recieved
1D.	Grab bags for Citizen Involvement	Provide print materials, rain gauges, activity books, etc. to citizen groups as requested

If you have additional BMPs to list, include in a separate attachment.

2. What specific groups will be targeted (e.g., service industries such as carpet cleaning, lawn care, civic groups, schools, church groups) if applicable: civic groups, environmental groups, schools, food services, earth moving contractors, engineers, developers, automotive services

C. Measurable Goals and Implementation Milestones:

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information:

ADMINISTRATIVE INFORMATION FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION	
PRIMARY CONTACT	POSITION OR TITLE
Tracy Meggs	Civil Engineer - Public Works & Engineering Dept.

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Leisure Services	Holds Nature Fest & has pet waste cleanup equipment in parks

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP
Putnam County School System	Controls the access to the public schools
Tennessee Tech University	Supplies volunteers for sinkhole cleanups, tree planting & offers classes to talk to

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

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SECTION 2 - ILLICIT DISCHARGE DETECTION AND ELIMINATION

A. Current Activities

The following is a set of questions on your current Illicit Discharge Detection and Elimination Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1 of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

1. Does the municipality currently have a storm sewer system map that shows the location of system outfalls where the municipal storm sewer system discharges into receiving waters or conveyances owned or operated by another MS4? The map must also show: the names and location of waters that receive discharges from those outfalls; inputs into the storm sewer collection system, such as the inlets, catch basins, drop structures or other defined contributing points to the sewershed of that outfall; and general direction of stormwater flow.

Yes ☒ No ☐

2. Does the municipality currently have an ordinance or regulatory mechanism that prohibits unauthorized non-stormwater discharges into the storm sewer system? If yes, attach a copy and give page and section number(s). If No, proceed to the next section (inspections and enforcement).

Yes ☒ No ☐ Page Number 10 Paragraph Number 14-706 (2)

3. Does the ordinance or regulatory mechanism clearly define non-stormwater discharges, either through a written description of a non-stormwater discharge or through a listing of authorized or unauthorized non-stormwater discharges?

Yes ☒ No ☐

4. Does the ordinance or regulatory mechanism allow right-of-entry on private property for inspection of suspected discharges?

Yes ☒ No ☐

5. Does the ordinance or regulatory mechanism prohibit dumping?

Yes ☒ No ☐

6. Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to eliminate unauthorized non-stormwater discharges in the event of violations? If yes, note page number and paragraph number.

Yes ☒ No ☐ Page Number 11 Paragraph Number 14-706 (2)

7. Does the ordinance or regulatory mechanism define penalties for violations? If yes, note maximum penalty, page number and paragraph number.

Yes ☒ No ☐ Maximum Penalty \$5,000/day Page Number 13 Paragraph Number 14-709 (2)

8. Does the municipality presently have personnel and procedures in place to detect, identify and eliminate non-stormwater discharges? If yes, describe and indicate percentage of system inspected: We inspect all complaints & reports of illicit discharges; we do dry weather screening of ditches in areas zoned commercial & industrial & outfall screening Coverage is approximately 10%.

Yes ☒ No ☐

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9. Does the municipality presently have procedures and personnel in place for enforcement of violations of the illicit discharge ordinance? If yes, describe: Stormwater Manager (Civil Engineer) investigates discharges and should there be an illicit discharge we send out certified letters to the violator with required actions and time frames to complete those actions. Normally dischargers are met onsite and shown the problem and told how best to handle the discharge and cleanup.

Yes ☒ No ☐

10. Describe how enforcement actions are documented: Copies fo certified letters are kept.

11. Has the municipality defined "hot spots" for non-stormwater discharge screening and inspection purposes? If yes, describe and provide a map of illicit discharge screening hot spots: The City defines "Hotspots" ("priority area") means an area where land use or activities generate highly contaminated runoff, with concentratins of pollutants in excess of those typically found in stormwater - we find that those areas are typically in the Commercial/Industrial zoned areas and those are the areas we do dry weather screening. We have no particular map of hotspots but use the zoning maps to find those areas most likely to have contaminated runoff.

Yes ☒ No ☐

12. Does the municipality presently have procedures in place to receive and consider information and complaints about non-stormwater discharges that are submitted by the public? If yes, provide brief description: responsible departments, personnel, steps followed: We have a hotline, the stormwater manager (Civil Engineer) investigates and when possible determines the cause and works with the discharger to correct/cleanup the discharge. When the discharger is not responsive we send certified letters and begin enforcement process.

Yes ☒ No ☐

B. Proposed Activities:

1. List the BMPs that you will implement in the area of Illicit Discharge Detection and Elimination. These should be based on a set of priorities that you have identified in the area of Illicit Discharge Detection and Elimination. Provide a short descriptive name to the BMP in the left column and more description in the right column.

PROPOSED BEST MANAGEMENT PRACTICES FOR ILICIT DISCHARGE DETECTION AND ELIMINATION		
BMP	Name	DESCRIPTION
2A.	Hotspot/Priority Areas	City will continue to monitor hotspot areas with dry weather screening of pipes, channels & MS4 outfalls and develop documentation on those inspections
2B.	IDDE enforcement	City has established written protocols for handling illicit discharges such as specific time-frame for complaint investigation. City will continue to investigate and enforce illicit discharges, and will review those protocols and revised as necessary
2C.	IDDE education	Education targeted for specific types of businesses (i.e. automotive services, food services, heavy equipment operators, etc.) for targeted distribution
2D.	IDDE Field Screening	To screen MS4 outfalls to TMDL Listed streams at least once every permit cycle with outfall screening.

If you have additional BMPs to list, include in a separate attachment.

2. What specific groups will be targeted, if applicable? automotive services, lawn services, food services, heavy equipment operators, general public, city employees

C. Measurable Goals and Implementation Milestones

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information

ADMINISTRATIVE INFORMATION FOR ILICIT DISCHARGE DETECTION AND ELIMINATION	
PRIMARY CONTACT	POSITION OR TITLE
Tracy Meggs	Civil Engineer - Public Works & Engineering

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Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Fire Department	Assist with haz-mat related clean-up
Codes Department	Assist with illegal dumping and illicit discharges
All other departments.	Assists with notifying us of illicit discharges they find

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

SECTION 3 - CONSTRUCTION SITE STORMWATER RUNOFF PROGRAM

A. Current Activities

The following is a set of questions on your current Construction Site Stormwater Runoff Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1 of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

1. Do the current ordinances/regulations for the municipal stormwater management program comply with Local, State and Federal public notice requirements? If yes, describe how the public is notified: Newspaper, Website

Yes ☒ No ☐

2. Do you currently have an erosion prevention and sediment control - or similar - ordinance or regulatory mechanism? If yes, include a copy and reference the paragraph number(s). If No, proceed to the next set of questions below about construction site plans review.

Yes ☒ No ☐ Page Number 1-17 Paragraph Number Title 14, Chapter 5

3. Does the ordinance or regulatory mechanism require that site operators implement erosion prevention, sediment control, and other construction waste controls for land disturbance activities?

Yes ☒ No ☐

4. Does the ordinance/regulatory mechanism require that controls be implemented for any land disturbances greater than or equal to one acre, or less than one acre if part of a large common plan of development or sale that would disturb one acre or more? If yes, note the page number and paragraph number where this is defined.

Yes ☒ No ☐ Page Number 12 Paragraph Number 14-510 (2)

5. Does the ordinance or regulatory mechanism contain or reference technical standards for erosion and sediment control? If yes, note the page number and paragraph number where this is defined.

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Yes ☒ No ☐

Page Number 6

Paragraph Number 14-502 (9)

6. Do those technical standards meet or exceed the current effective Tennessee Construction General Permit (TNR100000) requirements for design storm and special conditions for waterbodies with unavailable parameters or Exceptional Tennessee Waters?

Yes ☒ No ☐

7. Do those technical standards require that construction activities maintain temporary water quality riparian buffers during construction?

Yes ☒ No ☐

8. Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates new development and redevelopment construction for construction site runoff?

Yes ☒ No ☐

9. Does the technical review process require an erosion prevention and sediment control plan with appropriate BMPs?

Yes ☒ No ☐

10. Does the review process include a requirement for pre-construction meeting between the municipality and site developer, for priority construction sites?

Yes ☐ No ☒

11. If there is a review process, provide a brief narrative or a flow chart of the process, describing the process steps, responsible personnel, and criteria used for evaluation of information or plans that are submitted: Plans are turned into Codes Dept who distribute them to Public Works, Engineering, Planning, Fire, Utilities. Each group checks plans and we all meet to discuss plans (when they are complicated or there are many problems with the plans the engineer/developer is invited to the meeting to explain) and put together a list of changes required to be made. Then each group checks the revised plans to assure that the changes have been made before approving the plans.

12. Does the municipality presently have procedures in place for receipt and consideration of information and complaints submitted by the public?

Yes ☒ No ☐

If yes, provide a brief narrative of the receipt process and procedures, describing process steps, responsible departments, personnel (by title). Accept complaints on the hotline or through telephone calls and added to the database and assigned to either Civil Engineer or Stormwater Technician in the Public Works Dept and kept on active status until resolved. There is little documentation unless enforcement is required.

13. Does the municipality presently have personnel and procedures in place for construction site runoff inspection?

Yes ☒ No ☐

14. Does the program provide for pre-construction meeting and monthly inspection of priority construction activities?

Yes ☒ No ☐

15. Does the municipality presently have procedures and personnel in place for enforcement to the maximum extend for violations of construction site requirements?

Yes ☒ No ☐

16. Does the municipality use a Stop Work or similar order to enforce compliance with construction site policies and requirements?

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Yes ☒ No ☐

17. How are enforcement actions documented? Certified letters are sent and kept, notes are kept

18. Have MS4 inspectors who conduct inspections of construction sites received certification under the Tennessee Fundamentals of Erosion Prevention and Sediment Control, Level 1, and construction site plan reviewers a certificate of completion from the Tennessee Erosion Prevention and Sediment Control Design Course, Level 2?

Yes ☒ No ☐

B. Proposed Activities:

1. List the BMPs that you will implement in the area of Construction Site Runoff Program. These should be based on a set of priorities that you have identified in the area of Construction Site Runoff Program. Provide a short descriptive name to the BMP in the left column and more description in the right column.

PROPOSED BEST MANAGEMENT PRACTICES FOR CONSTRUCTION SITE RUNOFF PROGRAM		
BMP	Name	DESCRIPTION
3A.	Construction Site Runoff Program	Land disturbance permitting & inspections (maintain existing permitting and inspections program)
3B.	Construction Site Runoff Program Updates	Update ordinances and policies where necessary to comply with new MS4 permit and the new CGP.
3C.	Enforcement of Construction Runoff Program	Review ERP (Enforcement Response Protocol) to determine if it is working as desired, ammend if necessary.
3D.	Training	Maintain staff certifications in Tennessee Fundamentals of Erosion Prevention and Sediment Control as well as Sediment Control Design Course for specific employees. Attempt to have at least one class per year taught in Cookeville - the Fundamentals class or the re-certification class.

If you have additional BMPs to list, include in a separate attachment.

2. Describe specific groups that will be targeted, if applicable: Engineers, developers, heavy equipment operators, as well as City employees.

C. Measurable Goals and Implementation Milestones

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information

ADMINISTRATIVE INFORMATION FOR CONSTRUCTION SITE RUNOFF PROGRAM	
PRIMARY CONTACT	POSITION OR TITLE
Tracy Meggs	Civil Engineer - Public Works & Engineering

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Codes Dept	Building inspectors will be additional eyes in the field to report problems with Erosion Control they observe.

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Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

SECTION 4 - PERMANENT STORMWATER MANAGEMENT AT NEW DEVELOPMENT AND REDEVELOPMENT

A. Current Activities:

The following is a set of questions on your current Permanent Stormwater Management in New Development and Redevelopment Program. These questions are intended to highlight minimum program requirements under the MS4 permit. For MS4s who have not been previously covered under an MS4 permit, each element not currently performed must be implemented by the dates identified in Sub-part 4.1.1 of the permit. Thus, each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

1. Does the municipality currently have in place mechanisms or strategies to address permanent stormwater runoff management from new development or redevelopment projects that result in land disturbance of one acre or more? For example, land use planning requirements, zoning directives, site-based pollutant removal controls; stormwater detention or storage; practices that infiltrate stormwater; vegetative practices.

Yes ☒ No ☐

If yes, provide a brief narrative of - and/or references to - the structural and non-structural strategies, describing strategies implemented, Best Management Practices allowed, technical guidance, responsible departments, and personnel (by title): the City's stormwater ordinance specifies that all new or redevelopment, making impervious areas of 5,000 sq. ft. or more required to provide detention to slow outfall to the 2, 5, & 10 year storms, with requirements for the first inch of runoff to be infiltrated/used on site, on all sites over one acre disturbed area. Also all sites are required to have a 30 - 60 foot buffer zone on all water resources.

2. Do you currently have an ordinance or regulatory mechanism that addresses permanent stormwater runoff management from new development and redevelopment projects? If yes, reference the page number and paragraph number. If no, proceed to the next section on permanent stormwater management plans review.

Yes ☒ No ☐ Page Number 16 Paragraph Number 14-712

3. Does the ordinance or regulatory mechanism require controls to treat pollutants in stormwater runoff? If yes, note page number and paragraph number.

Yes ☒ No ☐ Page Number 16 Paragraph Number 14-712 (3)

4. Does the ordinance or regulatory mechanism require (explicitly or implicitly) that controls be implemented for any new development or redevelopment projects greater than or equal to one acre, including projects less than one acre that are part of a large common plan of development or sale, that discharge into your small MS4? If yes, note page number and paragraph number.

Yes ☒ No ☐ Page Number 16 Paragraph Number 14-712 (3)

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5. Does the ordinance or regulatory mechanism contain or reference technical standards for water quality controls? If yes, note page number and paragraph number.

Yes ☒ No ☐ Page Number 16-17 Paragraph Number 14-712 (3) (a)

6. Does the ordinance or regulatory mechanism clearly define the criteria for submittal -who must submit - of permanent stormwater management design information or plans? If yes, note page number and paragraph number.

Yes ☒ No ☐ Page Number 6-9 Paragraph Number 14-704 (1) - (4)

7. Does the ordinance or regulatory mechanism require approval prior to construction of permanent stormwater management controls? If yes, note page number and paragraph number.

Yes ☒ No ☐ Page Number 6-9 Paragraph Number 14-704 (1) - (4)

8. Does the ordinance or regulatory mechanism require re-submittal of permanent stormwater management design information or plans if site plans change after the initial design has been approved? If yes, note page number and paragraph number.

Yes ☒ No ☐ Page Number 9 Paragraph Number 14-705 (1) & (4)

9. Does the ordinance or regulatory mechanism give the MS4 owner/operator the authority to penalize the owner of permanent stormwater management controls for violations? If yes, note page number and paragraph number.

Yes ☒ No ☐ Page Number 12 Paragraph Number 14-708

10. Does the ordinance or regulatory mechanism require that permanent stormwater management controls have adequate and long-term operation and maintenance? If yes, note page number and paragraph number. If no, describe how the MS4 owner/operator maintains permanent stormwater management controls: _____

Yes ☒ No ☐ Page Number 8 Paragraph Number 14-704 (4) (i)

11. Does the ordinance or regulatory mechanism require establishment and maintenance of water quality riparian buffers in areas of new development and redevelopment?

Yes ☒ No ☐

12. Does the municipality presently have in place a technical review process (i.e. engineering department, planning department, zoning board) that evaluates new development and redevelopment with regard to the impact that permanent stormwater runoff will have on receiving streams?

Yes ☒ No ☐

If Yes, provide a brief narrative or a flow chart of the review process, describing the process steps, responsible personnel (by department, title and contact person), and criteria used for evaluation of information or plans that are submitted: Pubic Works Department Civil Engineer checks plans for all new and re-development projects for Stormwater Management BMPs, Buffer zone establishment and management, and detention criteria. If it is the opinion of the engineer that there are inadequacies in the plans or design then the engineer confers with the design engineer until the plans are satisfactory and deemed to meet the City's ordinances.

B. Proposed Activities:

List the BMPs that you will implement in the area of the Permanent Stormwater Management Plans Review. These should be based on a set of priorities that you have identified in the area of the Permanent Stormwater Management Plans Review. Provide a short descriptive name to the BMP in the left column and more description in the right column.

PROPOSED BEST MANAGEMENT PRACTICES FOR PERMANENT STORMWATER PLANS REVIEW		
BMP	Name	DESCRIPTION

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4A.	Runoff Reduction	City adopted the 1" stay on site permanent stormwater requirements January 2016, will review ordinances to assure compliance with permit runoff reduction standards
4B.	Design examples	City uses Tennessee Permanent Stormwater Management & Design Guidance Manual and refers design professional to use it also.
4C.	Water Quality Buffer Zone	City revised the Buffer Zone ordinance to comply with 2010 MS4 permit January 2016, will reivev ordinances th assure compliance with permit standards as needed.
4D.	Permanent Stormwater Management Inspections	Determine procedure and protocols for Permanent Stormwater Management Facility Inspections as well as developing a recordkeeping procedure for those inspections.

If you have additional BMPs to list, include in a separate attachment.

Describe the specific groups that will be targeted, if applicable? Engineers, Developers, Riparian Land owners

C. Measurable Goals and Implementation Milestones:

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information:

ADMINISTRATIVE INFORMATION FOR PERMANENT STORMWATER MANAGEMENT PLANS REVIEW	
PRIMARY CONTACT	POSITION OR TITLE
Tracy Meggs	Civil Engineer - Public Works & Engineering

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Codes	Will not issue building permits until notified that all Stormwater Management requirements are met.

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

SECTION 5 - POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

A. Current Activities:

The following is a set of questions on your current Pollution Prevention/Good Housekeeping for Municipal Operations Program. These questions are intended to highlight minimum program requirements under the MS4 permit. Each question with a "No" answer must be addressed with a solution in the MS4's proposed program.

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1. Does the municipality's current Pollution Prevention/Good Housekeeping program provide annual training for employees responsible for municipal operations at facilities within the jurisdiction of the permittee that handle, generate and/or store materials which constitute a potential pollutant of concern for MS4s? Examples of these materials may include, but are not limited to, lubricants, fuels, sand, gravel, soil, salt, pesticide, fertilizer, garbage, trash, clippings, vehicles, equipment, and other wastes.

Yes ☒ No ☐

2. Are training activities documented? If yes, describe training and method of record-keeping: _____

Yes ☐ No ☒

3. Has the MS4 owner/operator obtained a Tennessee Multi-Sector General Permit or a no-exposure certification for all qualifying municipal industrial activities? If yes, give permit numbers or attach copies of the No-Exposure Certification form.

Yes ☒ No ☐ Permit Numbers(s) TNRX5 TN002 TN006 _____
0196 4198 0054-
01-02

4. List municipal operations or facilities that have a potential for contaminating stormwater runoff such as the following: streets, roads, highways, municipal parking lots, maintenance and storage yards, fleet or maintenance shops with outdoor storage areas, salt/sand storage locations, snow disposal areas operated by the MS4, and waste disposal, storage, and transfer stations. If there is more than one facility for a given type of operation; give the number of such facilities. Indicate if an operation and maintenance plan, which includes maintenance activities, schedules and the proper disposal of waste from related structural and non-structural stormwater controls, has been implemented for each facility or operation.

FACILITY OR TYPE OF OPERATION	NUMBER OF FACILITIES	OPERATION AND MAINTENANCE PLAN IMPLEMENTED?
Public Works Department	2	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Public Works Garage	1	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Cookeville Sewer Treatment Plant	1	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Electric Dept. Garage	1	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

B. Proposed Activities:

List the BMPs that you will implement in the area of the Pollution Prevention and Good Housekeeping Program. These should be based on a set of priorities that you have identified in the area of the Pollution Prevention and Good Housekeeping Program. Provide a short descriptive name to the BMP in the left column and more description in the right column.

In addition to considering industrial-type operations, you must also consider municipal infrastructure, and related maintenance activities, maintenance schedules and long-term inspection procedures for structural controls and the proper disposal of waste from storm sewers/catch basins.

PROPOSED BEST MANAGEMENT PRACTICES FOR POLLUTION PREVENTION AND HOUSEKEEPING
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BMP	Name	DESCRIPTION
5A.	SOPs	Update or create SOPs for all municipal activities that could effect stormwater
5B.	Staff Training	Once per permit cycle training for existing employees - create handout for new hires
5C.	Street Sweeping	Maintain and revise routes as necessary to keep streets swept clean of debris and fines
5D.		

If you have additional BMPs to list, include in a separate attachment.

Provide specific groups that will be targeted, if applicable: City employees from Public Works, Electric, Gas, Water Quality & Leisure Services Departments

C. Measurable Goals and Implementation Milestones:

Attached at the end of this NOI is an addendum to list BMP Measurable Goals and Implementation Milestones. You must complete the addendum, providing more details on the goals and milestones for each BMP outlined in this NOI.

D. Administrative Information:

ADMINISTRATIVE INFORMATION FOR POLLUTION PREVENTION AND HOUSEKEEPING	
PRIMARY CONTACT	POSITION OR TITLE
Tracy Meggs	Civil Engineer - Public Works & Engineering

Identify other Department(s) that will be involved and their role.

OTHER DEPARTMENT(S)	ROLE
Water Quality Dept	Update SWPPP for Sewer Treatment Plant & do employee training
Electric & Gas Depts.	Update SOPs for their operations as needed and do employee training
Leisure Services	Update SOPs for their operations as needed and do employee training

Identify if you will partner with another MS4 Operator, or with another institution (e.g. Chamber of Commerce, Environmental interest organizations, civic groups) in order to carry out the chosen BMPs.

ENTITY	BMP

Will another governmental entity be responsible for implementing one or more chosen BMPs? If so, identify the entity and which BMP(s) it will implement. Include a copy of the interlocutory agreement, or contract, or proposed agreement with execution schedule.

ENTITY	BMP

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ADDENDUM TO SMALL MS4 NPDES PERMIT NOI - BMPs MEASURABLE GOALS AND MILESTONES

The purpose of this addendum is to record the measurable goals for each BMP, and the dates (month and year) by which interim actions are to be accomplished. Space is given for four BMPs for each of the six minimum measures. If necessary, attach additional BMP MEASURABLE GOALS AND MILESTONES as a separate attachment.

Measurable goals are BMP design objectives, or goals that will quantify the progress of implementing the actions or performance of a BMP. They are ways to measure activities or effects of a BMP. For each of the six minimum measures and for each BMP, define the measurable goal you will use to monitor effectiveness of this BMP. The BMPs you list here should match exactly those given in Part V., 1-5 of this NOI. For purposes of this NOI, the Public Education and Outreach and Public Involvement/Participation minimum measures have been combined.

For each BMP, establish milestones for implementation. These tables are set up for once/year milestones. You may change the milestone dates to time frames less than one year.

BEST MANAGEMENT PRACTICES FOR PUBLIC EDUCATION AND PUBLIC PARTICIPATION	
BMP 1A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Public Education; Provide print materials to distribute at public events (2 per year); Provide Speakers at public education events or sponsor a community activity, i.e. stream cleanup, trash cleanup, etc. (2 per year); Provide educational opportunities for the development community (1 per permit cycle)
Milestone Year 1	Print materials (2 per year); Speakers/community activity (2 per year); Educational programs for development (1 per permit cycle)
Milestone Year 2	Print materials (2 per year); Speakers/community activity (2 per year); Educational programs for development (1 per permit cycle)
Milestone Year 3	Print materials (2 per year); Speakers/community activity (2 per year); Educational programs for development (1 per permit cycle)
Milestone Year 4	Print materials (2 per year); Speakers/community activity (2 per year); Educational programs for development (1 per permit cycle)
Milestone Year 5	Print materials (2 per year); Speakers/community activity (2 per year); Educational programs for development (1 per permit cycle)
BMP 1B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Classroom Education; Work with school system to get water quality information and classes for students, alternatively work with TTU to do education to their students or do work with home school programs.
Milestone Year 1	Contact School board to get their buyin on the program - failing that work with TTU
Milestone Year 2	Contact School board to get their buyin on the program - failing that work with TTU
Milestone Year 3	Contact School board to get their buyin on the program - failing that work with TTU
Milestone Year 4	Contact School board to get their buyin on the program - failing that work with TTU
Milestone Year 5	Contact School board to get their buyin on the program - failing that work with TTU
BMP 1C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Hotline; Maintain Hotline and continue to investigate reports as received
Milestone Year 1	Maintain hotline and investigate reports
Milestone Year 2	Maintain hotline and investigate reports
Milestone Year 3	Maintain hotline and investigate reports
Milestone Year 4	Maintain hotline and investigate reports
Milestone Year 5	Maintain hotline and investigate reports
BMP 1D	MEASURABLE GOALS AND MILESTONES
Goal(s)	Grab bags for Citizen Groups; Provide grab bags (i.e. print materials, rain gauges; activity books, etc.) to citizen groups as requested.
Milestone Year 1	Provide 2 grab bag handouts per year
Milestone Year 2	Provide 2 grab bag handouts per year
Milestone Year 3	Provide 2 grab bag handouts per year
Milestone Year 4	Provide 2 grab bag handouts per year

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Milestone Year 5	Provide 2 grab bag handouts per year
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BEST MANAGEMENT PRACTICES FOR ILLICIT DISCHARGE DETECTION AND ELIMINATION

BMP 2A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Hotspot/Priority Areas; City will continue to monitor hotspot areas with dry weather screening of pipes, channels & MS4 outfalls; City will develop documentation for those inspections.
Milestone Year 1	Dry Weather Screening & Develop documentation procedures for the screening
Milestone Year 2	Dry Weather Screening continues
Milestone Year 3	Dry Weather Screening continues
Milestone Year 4	Dry Weather Screening continues
Milestone Year 5	Dry Weather Screening continues

BMP 2B	MEASURABLE GOALS AND MILESTONES
Goal(s)	City has established written protocol for handling illicit discharges. City will continue to investigate and enforce illicit discharges, and will review those protocols and revise as necessary.
Milestone Year 1	Continue to investigate and enforce illicit discharges, review protocol and revise as needed.
Milestone Year 2	Continue to investigate and enforce illicit discharges, review protocol and revise as needed.
Milestone Year 3	Continue to investigate and enforce illicit discharges, review protocol and revise as needed.
Milestone Year 4	Continue to investigate and enforce illicit discharges, review protocol and revise as needed.
Milestone Year 5	Continue to investigate and enforce illicit discharges, review protocol and revise as needed.

BMP 2C	MEASURABLE GOALS AND MILESTONES
Goal(s)	IDDE Education; educational materials for specific types of businesses for targeted distribution
Milestone Year 1	Distribute educational materials as opportunities present
Milestone Year 2	Distribute educational materials as opportunities present
Milestone Year 3	Distribute educational materials as opportunities present
Milestone Year 4	Distribute educational materials as opportunities present
Milestone Year 5	Distribute educational materials as opportunities present

BMP 2D	MEASURABLE GOALS AND MILESTONES
Goal(s)	IDDE Field Screening; to screen MS4 outfalls at least once every permit cycle
Milestone Year 1	Prepare protocol for field screening documentation
Milestone Year 2	Screening on Cane Creek Watershed
Milestone Year 3	Screening on Upper Pigeon Roost Creek Watershed
Milestone Year 4	Screening on Lower Pigeon Roost Creek Watershed
Milestone Year 5	Screening on Hudgens Creek Watershed

BEST MANAGEMENT PRACTICES FOR CONSTRUCTION SITE RUNOFF PROGRAM

BMP 3A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Construction Site Runoff Program; Maintain existing permitting and inspection program
Milestone Year 1	continue permitting and inspection program.
Milestone Year 2	continue permitting and inspection program.
Milestone Year 3	continue permitting and inspection program.
Milestone Year 4	continue permitting and inspection program.
Milestone Year 5	continue permitting and inspection program.

BMP 3B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Construction Site Runoff Program Updates; Update ordinances and policies where necessary to comply with new MS4 Permit and new CGP.

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Milestone Year 1	Update ordinances and policies where necessary
Milestone Year 2	Update ordinances and policies where necessary
Milestone Year 3	Update ordinances and policies where necessary
Milestone Year 4	Update ordinances and policies where necessary
Milestone Year 5	Update ordinances and policies where necessary

BMP 3C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Enforcement of Construction Runoff Program; Review ERP to determine if revision is required
Milestone Year 1	Continue Construction Runoff Program, review ERP for update need
Milestone Year 2	Continue Construction Runoff Program, review ERP for update need
Milestone Year 3	Continue Construction Runoff Program, review ERP for update need
Milestone Year 4	Continue Construction Runoff Program, review ERP for update need
Milestone Year 5	Continue Construction Runoff Program, review ERP for update need

BMP 3D	MEASURABLE GOALS AND MILESTONES
Goal(s)	Training; Maintain staff certifications in Tennessee Fundamentals of Erosion Prevention and Sediment Control and the Sediment Control Design course for specific employees. Attempt to have at least one state certification class per year in Cookeville.
Milestone Year 1	Check to see if any employee certifications are up for renewal, if so have them recertified, and have new employees certified.
Milestone Year 2	Check to see if any employee certifications are up for renewal, if so have them recertified, and have new employees certified.
Milestone Year 3	Check to see if any employee certifications are up for renewal, if so have them recertified, and have new employees certified.
Milestone Year 4	Check to see if any employee certifications are up for renewal, if so have them recertified, and have new employees certified.
Milestone Year 5	Check to see if any employee certifications are up for renewal, if so have them recertified, and have new employees certified.

BEST MANAGEMENT PRACTICES FOR PERMANENT (POST-CONSTRUCTION) STORMWATER MANAGEMENT PROGRAM

BMP 4A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Runoff Reduction; Make necessary revisions to the City ordinances and policies to comply with new permit runoff reduction standards.
Milestone Year 1	Review ordinances and policies to determine if they are working as expected
Milestone Year 2	Review ordinances and policies to determine if they are working as expected
Milestone Year 3	Review ordinances and policies to determine if they are working as expected
Milestone Year 4	Review ordinances and policies to determine if they are working as expected
Milestone Year 5	Review ordinances and policies to determine if they are working as expected

BMP 4B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Work with Tennessee Permanent Stormwater Management & Design Guidance Manual and provide help to engineers to choose best methods
Milestone Year 1	Continue to learn from the manual and assist engineers in best methods in this area
Milestone Year 2	Continue to learn from the manual and assist engineers in best methods in this area
Milestone Year 3	Continue to learn from the manual and assist engineers in best methods in this area
Milestone Year 4	Continue to learn from the manual and assist engineers in best methods in this area
Milestone Year 5	Continue to learn from the manual and assist engineers in best methods in this area

BMP 4C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Water Quality Buffer Zone; review City Buffer Zone ordinance and enforce compliance with ordinance
Milestone Year 1	Enforce compliance with Buffer Zone Ordinance
Milestone Year 2	Enforce compliance with Buffer Zone Ordinance
Milestone Year 3	Enforce compliance with Buffer Zone Ordinance

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Milestone Year 4	Enforce compliance with Buffer Zone Ordinance
Milestone Year 5	Enforce compliance with Buffer Zone Ordinance
BMP 4D	MEASURABLE GOALS AND MILESTONES
Goal(s)	Permanent Stormwater Management Inspections; Determine procedures and protocols for Permanent Stormwater Management Facility Inspections and develop recordkeeping procedures for those inspections.
Milestone Year 1	Study and create listing of all Permanent Stormwater Management Facilities
Milestone Year 2	Study and create listing of all Permanent Stormwater Management Facilities
Milestone Year 3	Determine recordkeeping procedures for Inspections of Permanent Stormwater Management Facilities
Milestone Year 4	Begin Inspection of Permanent Stormwater Management Facilities
Milestone Year 5	Continue Inspection of Permanent Stormwater Management Facilities

BEST MANAGEMENT PRACTICES FOR MUNICIPAL POLLUTION PREVENTION AND GOOD HOUSEKEEPING	
BMP 5A	MEASURABLE GOALS AND MILESTONES
Goal(s)	Update or create SOPs for all municipal activities that could effect stormwater
Milestone Year 1	Update SOP for Public Works
Milestone Year 2	Update SOP for Water Quality Dept
Milestone Year 3	Update SOP for Gas Dept.
Milestone Year 4	Update SOP for Electric Dept.
Milestone Year 5	Update SOP for Leisure Services Dept.
BMP 5B	MEASURABLE GOALS AND MILESTONES
Goal(s)	Staff Training for existing employees - from various departments that could effect stormwater
Milestone Year 1	Staff Training for Water Quality Dept
Milestone Year 2	Staff Training for Water Quality Dept
Milestone Year 3	Staff Training for Gas Dept.
Milestone Year 4	Staff Training for Electric Dept.
Milestone Year 5	Staff Training for Leisure Services Dept.

BMP 5C	MEASURABLE GOALS AND MILESTONES
Goal(s)	Stree Sweeping - Maintain and revise routes as necessary to keep streets swept clean of debris and fines
Milestone Year 1	Revise routes for street sweeping & continue regular street sweeping
Milestone Year 2	Revise routes for street sweeping & continue regular street sweeping
Milestone Year 3	Revise routes for street sweeping & continue regular street sweeping
Milestone Year 4	Revise routes for street sweeping & continue regular street sweeping
Milestone Year 5	Revise routes for street sweeping & continue regular street sweeping
BMP 5D	MEASURABLE GOALS AND MILESTONES
Goal(s)	
Milestone Year 1	
Milestone Year 2	
Milestone Year 3	
Milestone Year 4	
Milestone Year 5	

13.G. Organizational Chart

ORGAINIZATION CHART – Stormwater is under the Engineering Division with Civil Engineer II and Stormwater Tech as the two positions doing Stormwater.



